

Marshall Airport Board

Brooks Field

1243 South Kalamazoo Ave

Marshall, MI 49068

Minutes

March 14th, 2011

Council Chambers

- I. Call to Order—Chairperson Mead called the meeting to order at 5:15 p.m.
- II. Roll Call
 - Present: Chairperson Mead, Members: Steve Buller, Tom Woods, Mike Hindenach, Desmond Kirkland
 - Absent: Mat Davis, Scot Southwell
 - Staff Present: City of Marshall – Carl Fedders
 - Council member at large: Kathy Miller
- III. Agenda Approval: Motion to approve agenda made by Member Hindenach, Second by Member Woods. Motion carries on voice vote
- IV. Approval of Minutes – Motion to approve made by Buller, Second by member Kirkland. Motion carries on a voice vote.
- V. Treasurer's Report – Reported by Airport Manager Carl Fedders. The airport budget is has not changed. The present airport budget has remained fairly stable since the last board meeting.
 - A. Member Woods commented on the negative balances for Workers Compensation, Utilities and Equipment Maintenance. Carl indicated that these budget items should minimize in the upcoming fiscal year.
- VI. Airport Manager's Report – Presented by Airport Manager Carl Fedders
 - A. Carl discussed his Airport Managers report by first pointing to the proposed budget for 2011-2012 year showing an increased subsidy in general funds of \$7,000 and reduction in operating supplies of \$639. Since the airport manager's position is not filled, these expenses should be reduced until such time as a decision is made on the selection of an airport manager.

Member Buller mentioned line item salary as an incentive for the future FBO and Airport Manager.
 - B. Member Buller commented on the salary item which could be used to compensate the airport manager.

- C. Fuel report - 100 LL – 4,000 gallons. According to Carl, will need to purchase additional fuel after July 1, 2011.
- D. Carl reported that 2,500 gallons of Mogas were delivered to the Airport on May 26, 2010 and since that time there is remaining balance of 592 gallons. A new order will be needed during the upcoming summer season.
- E. Chairperson Mead questioned issue of pricing as it relates to outside retailers and the need to make the fuel competitive.
- F. Airport Manager reported that during the review of the mowing contract, it was discovered that the previous airport manager supported an extension with the previous contractor Quality Lawn Care for \$390, which is a slight increase from the previous year's contract. However, a contractor is in place to mow the grass for the coming year.
- G. The FBO selection committee has met and interviewed two of the selected FBO applicants on February 24th. The committee consisted of Kirkland, Buller, Southwell and Fedders. The committee used a list of predefined questions and upon reviewing answers to the questions; the FBO selection committee recommended the choice of Mr. John Riske III. Based on these meetings, Mr. Riske met separately with Carl and the city manager to better refine the selection.
- H. Member Buller mentioned that the selected candidate proposes development of a flight school. The selected candidate meets the criteria as identified by the committee and should provide a proactive FBO for the airport.
- I. At the request of council member Kathy Miller, and members of the board, Mr. Riske provided a brief synopsis of his experience and his recommendations for the future for Books Field. As part of his prerequisite, Mr. Riske is required to prepare a business plan to submit to the city. Member Hindenach indicated a willingness to assist Mr. Riske in guiding him in preparing a valid business plan.

VII New Business

- A. Chairperson Mead requested information on Enbridge Corporation's possible need for the use of "Jet A" fuel during the continuation of the cleanup process. Although Enbridge is responsible to pay for the fuel, according to Carl, if the circumstances come about, there are issues of liability that need to be appraised. According to Carl, he needs to look at any subsequent proposals and draft guidelines regarding a fuel policy.
- B. Member Hindenach commented that he has spoken to someone from a Battle Creek cab company, who would like to offer transportation services to transient pilots from the airport into Marshall. Member Hindenach suggested that this cab could be stationed at the Airport and use the lounge as a 'home base'. He will follow up with further information.

- C. Dave Mead requested information on "Dial a Ride". However, there are problems with scheduling rides since it only operates from early morning to dusk and has no weekend hours.
- D. Member Kirkland brought up that Mead and Hunt would like to make a presentation to the board at next meeting. Presentation will be about future funding, MAP meetings with DOT and other issues.

VII. Public Comment –

- A. Rob Williams – stated his belief that FBO can increase fuel sales and increase revenue to the airport.

- E. Next Meeting Date –

Monday, April 11, 2011 – 5:15, Airport Lobby

- F. Adjournment –

Chairperson Mead adjourned the meeting at 6:15 p.m.

Respectfully submitted,

Airport Board